

- ☐ Owner
- ☐ Accountant/Bkkr.
- ☐ Business Associate
- ☐ HRM Manager
- ☐ Office Manager
- ☐ Other _____

What is an Alternate Base Year (ABY) Letter?

During the first four weeks of every new quarter, you may receive a letter from us requesting wages and hours on a former employee. We are sending this request because the individual named in the letter has filed a claim for unemployment insurance benefits. They do not qualify for a regular base year which is 680 hours in the first four of the last five completed calendar quarters. So, they have the opportunity to file an Alternate Base Year Claim which consists of 680 hours in the last four or most recent completed calendar quarters. This is the reason why we are requesting the wages prior to the time

you normally file your Quarterly Tax Report.

Your prompt response to the letter allows for faster processing of the individual's claim. Please use the same figures that will be on your Quarterly Tax Report. That means **gross wages paid and actual hours worked in the quarter requested**. As an example, if we are requesting total gross wages in the quarter July, August and September that would not include wages for days worked in September, but not paid until October. For questions, call (360) 902-9360.

Toll Free Numbers for Employers

After the Department's transition to Unemployment Claims TeleCenters, the department received feedback from employers that they were having difficulty knowing where to call in response to department correspondence asking to verify reasons why a former employee quit or was discharged. In response, the department has set up new "employer only" toll free numbers at the TeleCenters. The Notice to Last Employers (EMS 5361) was also modified to have the numbers listed on them. The toll free numbers are:

<u>Location</u>	<u>800 Number</u>	<u>Local Number</u>
Seattle	877-504-5607	206-766-6065
Spokane	877-504-5608	509-893-7065
Tacoma	877-504-5609	253-396-3565

These numbers are meant for employers who need to find someone to talk to about decisions allowing or denying unemployment claimants to receive benefit payments. These numbers are not meant for tax or benefit charging questions. If you are within the local calling area, the toll free numbers will not work.

Relief of Benefit Charges Update

In July, the department changed the way we do business when a claimant files for unemployment insurance and the employer requests relief of benefit charges.

If the claimant's separation is due to a voluntary quit not attributable to you or the claimant was discharged for misconduct with the job and you receive both the **Notice to Employer - Claimant's Separation Statement** (EMS 5361) and **Notice to Base Year Employer** (EMS 166) forms and feel you should qualify for relief, complete the Relief of Benefit Charges section at the bottom of the EMS 5361 by **marking the appropriate box**. If you respond and request relief on the EMS 5361, **do not** request relief on the EMS 166.

Refer to the following situations:

- If the claimant is denied benefits, you will be notified in the determination that your experience

rating account has been granted relief of benefit charges;

- If the separation is a discharge but NOT for misconduct connected with the job, you will be notified in the determination that your account **will be charged**.
- If the separation is a quit and the claimant is allowed benefits, the TeleCenter will determine if the quit is attributable to you. If the quit is **not** attributable to you, the TeleCenter will process a separate decision that tells you that you have been granted relief of benefit charges.

If you **only** receive a Notice to Base Year Employer (EMS 166) and feel you should qualify for relief, your request for relief of benefit charges must be in writing and mailed to the Experience Rating Unit at P.O. Box 9046, Olympia, WA 98507-9046 or faxed to (360) 902-9202.

The Washington

Employer Help Line

What's in it for me?

- File 'no payroll' quarterly tax reports.
- Obtain key data about your UI tax account.
- Have selected forms and/or publications faxed to you.
- Get help with your recruiting or place orders to fill anticipated job openings.
- Access these and other services 24 hours a day, any day. Just dial:

(206) 340-1400 - Seattle

(253) 305-0038 - Tacoma

1-888-836-1900 - Toll Free

Lower Your Taxes With Work Opportunity Tax Credit

You can claim tax credits and save money when you hire qualified workers with the Work Opportunity Tax Credit (WOTC).

Download forms and find out more by visiting www.doleta.gov/employer/wotc.htm.

For questions or more information, call 1-800-669-9271.

It's On The Net

Employment Security: The Right Connection

**Visit Employment Security's
Homepage at: www.wa.gov/esd**

The News You Need To Know About Employment Security.

- Take a look at our special programs for business.
- Get important tax information.
- Improve your general knowledge about ES.
- Find out what's going on -- look at our current publications.
- All that is at hand merely by visiting Employment Security's Home Page.

Helpful Hints for Completing Your Quarterly Tax and Wage Reports

- Use **BLACK** ink only.
- In order to meet the timely filing requirement, **both the tax report and wage report must be submitted and received together** – do not staple.
- Use **only** the forms provided by the Department or a certified replication. You may also submit electronically using UIFastTax. **Do not** submit computer generated wage reports on an unapproved form.
- Do not copy the form. The drop out lines are read by the copier and when submitted require that the data be hand keyed rather than scanned. If you need additional forms, see ad at bottom of page.
- Report actual hours worked. A salaried employee should be given credit for 40 hours a week, in the absence of reliable figures. With very few exceptions, a zero should not be entered in this field. If actual hours are not tracked, leave the field blank, it will be calculated at minimum wage by the department. Contact us for questions on reporting hours.

No ES Reference number? You must submit a change form (5208C) with your tax and wage report with the name and address fields completed so that we can identify your business correctly.

Order **UIFastTax** - free software that enables you to file both tax and wage reports electronically as a compressed, password protected file sent with email or on diskette. Data imports are supported from most accounting packages.

Order or download your copy of UIFastTax today by visiting our website at www.wa.gov/esd/tax or email to uiforders@esd.wa.gov or you may call (360) 902-9716.

Your Employment Security reference number, business name and address, your name, and telephone and fax numbers will be needed.

Vancouver Hiring Fairs

Do you have a problem finding qualified applicants? Let the State of Washington's WorkSource system assist with filling your employment needs. WorkSource is a unique partnership among public agencies, business, labor and community organizations committed to employer hiring needs. While you have many options within our system, we would like to highlight the WorkFirst program that helps move welfare recipients into self-reliance. You can receive a tax credit for hiring a client in the program and an additional tax break for hiring long-term welfare clients. The Vancouver WorkFirst program holds quarterly hiring fairs at a minimal cost to the employer. The last hiring fair for the year 2000 will be held on October 19. Please contact Marie Wodaeghe for information regarding Vancouver events at 360-735-4976 or mwodaeghe@esd.wa.gov. Please contact your local WorkSource Center for information and options in filling your job openings and for the WorkFirst program in your area.

File Initial Claims for Unemployment on the Internet

Now individuals can file for unemployment insurance benefits using the Internet. The website, available at www.go2ui.com, will allow individuals to use personal computers with Internet access to file for benefits from their home, library, or any other available location.

Employers are encouraged to provide to employees being laid off from their jobs of the availability of this service. Using the Internet will allow these individuals to file for benefits without having to telephone the department's TeleCenter locations. This service is available 24 hours a day and 7 days a week.

Need Quarterly Tax or Wage Reporting Forms?

- Contact your local District Tax Office;
- Call (360) 902-9360; or
- Send e-mail to form5208@esd.wa.gov or taxforms@esd.wa.gov.

Are you sure you wouldn't like to try UIFastTax?

Call (360) 902-9716 to register.

Save Your Business Money With Shared Work!

Are you anticipating or experiencing an unexpected slowdown in your business?

**For more information, call
1-800-752-2500**

Not available during seasonal slowdowns or for part-time employees.

Report a Fraud Today

Know of a dishonest contractor, employer, worker, health care provider, attorney?

**Report-a-fraud hotline:
1-888-811-5974**

**Report-a-fraud-website:
<http://www.lni.wa.gov/fraud/>
*The Department of Labor and Industries, in coordination with the Department of Revenue and the Employment Security Department, want to help you cut down on fraud. You don't have to give your name.***

Business Workshops Set for Fall 2000

Seven free Business Information Workshops are scheduled for October and November. Receive information on starting a business, hiring employees, and completing and filing quarterly reports for Employment Security, Labor and Industries, and Revenue. Register beginning October 1st by contacting the Department of Revenue at 1-800-647-7706 or e-mail at www.wa.gov/dol/bpd/workshop.htm. Interpreters for sight and hearing impaired people are available on request. Please call 360-664-1400 at least two weeks before the specific workshop to arrange for an interpreter.

The workshop schedule is:

- Oct. 17 Community Center Downtown Barrett Bldg, Suite 214
13-1/2 E. Main Street
Walla Walla
- Oct. 18 ESD 105 Conference Ctr
Yakima Room
33 S. 2nd Avenue
Yakima
- Oct. 19 Red Lion Inn
1225 N Wenatchee Ave
Wenatchee
- Oct. 27 Labor and Industries
7273 Linderson Way SW
Tumwater
- Nov. 1 Skagit PUD
1415 Freeway Drive
Mount Vernon
- Nov. 2 Bellevue Community College
3000 Landerholm Circle SE
Room N201
Bellevue
- Nov. 8 DSHS
415 W. Wishkaw
Aberdeen